DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M.68

Page 1 of 5

Agency
Hagerstown

Division/Unit

Community Service/Planning

Item No	Description	Retention
1 .	Economic Development files -contains but not limited to: contracts, correspondence, agreements of purchase and sale, drawings	Destroy material having no further legal, Administrative or Operational value.
2	Planning commission annual reports and bylaws	Permanent. Transfer periodically to the MD State Archives
3	General files -contains but not limited to: preservation week, awards, ADA, building and street photos, correspondence, historical site inventory forms, nomination forms, surveys, drawings, Hagerstown landmarks	Destroy material having no further legal, Administrative, Fiscal or Operational value.
4	Planning commission meeting minutes	Permanent. Transfer periodically to the MD State Archives
٠		

Approved by Department, Agency or Division Representative				
Date _	11-12-99			
Signature	Georgi ann h. Breeshare			
Type Name	GeorgiAnn N. Breichner			
Title	City Clerk			

Schedule Authorized by State Archivist

Date

DEC 3 1999

Signature

and C. Seperfus

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No.	M.	68
--------------	----	----

Page 2 of 5

Item No	Description	Retention
5	Subdivisions: correspondence, plats, site drawings, copies of deeds, perpetual easements Note: Record copies of subdivision plats and deeds are located with the Washington County Circuit Court.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
6	Enterprise zone maps/highway maps/road maps: shows central business district, outer enterprise zone, planned business parks, census local review maps	Retain until updated or superseded, then destroy
7	Rezoning hearings: rezoning time tables, plats, USPS domestic return receipts, applications, minutes of hearing before the mayor and city council, staff analysis, correspondence	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
8	Parking: reports from the downtown parking strategy committee, parking study recommendations, parking fees/fines, parking garage financing	Retain for three (3) years and until all audit requirements have been met, then destroy.
9	Fiscal indicators: various fiscal reports that indicate financial trends, revenues per capita	Retain until updated or superseded, then destroy
10	Correspondence sent to various property owners, law firms, etc.	Retain for three (3) years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M.68

Page 3 of 5

Item No	Description	Retention
11	City departments: general file with data concerning various city departments, correspondence, newspaper articles, memorandum of understanding between city and Washington County commissioners, various fiscal schedules, mayor and city council work sessions	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
12	Programs in conjunction with state of MD -contains but not limited to: program open space, Dept. of Natural Resources, unified planning work program, traffic studies, ARC planning grants, MD Dept of the Environment, General Assembly, correspondence, program reviews, brochures, court decisions	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
13	City projects: correspondence, proposals for acquisition and redevelopment of various properties, case studies, appraisal reports, site plans, newspaper ads, engineering drawings, request for proposals	Retain until updated or superseded, then destroy
14	Fiscal files -contains but not limited to: budget, paid bills, purchase orders, budget variance reports, payroll hours analysis, vehicle accident reports, maps, brochures	Retain for three (3) years and until all audit requirements have been met, then destroy.
15	Board of zoning appeals -contains but not limited to: drawings, correspondence, memorandum opinion and order, answer, order for appeal, petition, public hearing announcement, newspaper ad, minutes, facts, permit fee receipt	Permanent. Transfer periodically to the Maryland State Archives
16	Street files: handwritten notes, correspondence, street maps, photos, property violations, site drawings, application for sign tag permit	Destroy material having no further legal, Fiscal, Administrative or Operational value.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No.	M.68
--------------	------

Page 4 of 5

17	Preservation Design District Committee (PDDC) -contains but not limited to: correspondence, C3 sign/façade grant application, proposal, photos, agenda and minutes	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
18	Site plans from various vendors to the city planning department, correspondence, zoning site review checklist, development review checklist	Destroy material having no further Legal, Administrative, Fiscal or Operational value
19	Misc federal government agency files -contains but not limited to: forms, reports, correspondence, questionnaires, HUD procedures and checklists	Retain until updated or superseded, then destroy
20	Planning dept ordinances: public hearings, minutes, ordinances, amendments, adoption, board of zoning appeals	Retain for fifty (50) years, then destroy.
21	Misc forms/specifications relating to subdivision checklists, construction drawing checklist, bound books, highway and street standard specifications, letterhead	Permanent. Transfer periodically to the MD State Archives
22	Capital improvement projects -contains but not limited to: project description forms, revenue/expenditure projects, correspondence	Retain until updated or superseded, then destroy
23	Easement agreements -contains but not limited to: photos, resolutions, correspondence, release of deed and agreement, identity signage, site drawings, annexation agreements, plats, brochures	Retain until project is complete plus ten (10) years and until all audit requirements have been fulfilled, then destroy.
24	Annexation/flood plan management: annexation agreements for sewer hookups, flood insurance study, floodplan regulations, storm water management	Destroy material having no further Legal, Administrative, Fiscal or Operational value

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M.68

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Page 5 of 5
Item No.	Description	Retention
25	Building permit fee receipt books – receipts for building permits.	Retain for three (3) years and until all audit requirements have been met, then destroy.
•		
	·	

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY HHACISTOWN DEFINITION - Records Series - A group of related record	2. DIVISION COMMUNOLTY SETVICE rds normally filed and used 23 2 unit for reference 23	3. UNIT PROPERTY WITH THE STATE OF THE STATE
4. RECORD SERIES TITLE ECONDMIC DEVE	1	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONSISTS DF, BUT CORRESPONDENCE AND SALES DRAW)	information/documents/forms found in the Series Include WIT LIKE TELLS HAY ECHIEN	D: CONTRACTS;
Development of	Business PARK	(5.
7. RECORD SERIES FORMAT(S) B Letter Size	8. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological	9. VOLUME File Drawer(s) Microfilm Reel (s) Computer Tace (s: Other (Specify)
Defrer (Specify)	☐ Clher (Spec#y)	10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Ree! (s) Computer Tape(s) Other (Specify)
a support		Number
11. FILE IS USED □ Daily □ Weekly □ Monthly	12. FILE BECOMES INACTIVE AFTER Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) CHY HON- HAST	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s) C: Yes	16. AUDIT REQUIREMENTS None Slate F	egeral G Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and dentative any hardware/software) 17. (es	18. RECOMMENDED RETENTION HSG THE HOLD PURE	Je Refertion
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

. . Retain For Life of Contract/Agreement Plus 3 years, then destroy

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT
HAGERSTOWN	service	PLANNING
DEFINITION - Records Series - A group of related record	ds normally filed and used 2s 2 unit for reference 2s	well as retention and disposition purposes.
4. RECORD SERIES TITLE PHANNING C. HWWUHL K	PAMISSION REPORTS	5. EARLIEST YEAR / LATETEST YEAR 1985 TO CUNTERST
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Includes	₹
· · · · · · · · · · · · · · · · · · ·		
7. RECORD SERIES FORMAT(S) Deter Size	8. RECORD SERIES SEQUENCE Alphabetical Numerical	9. VOLUME File Drawer(s) Microfilm Reel (s) Computer Tace (s: Other (Specify)
Cither (Specify)	Geographical Geographical Cither (Specify)	Number 10. ANNUAL ACCUMULATION □ File Drawer (s) □ Microfilm Ree! (s) □ Computer Tape(s) □ Other (Specify) Number
11. FILE IS USED □ Daily □ Weekly □ Monthly	12. FILE BECOMES INACTIVE AFTER Number	Month(s) U Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room) CITYHHHI— HHHFTOOP	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E7 (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s) 15. Yes		
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and distrible any hardware/software) 18. RECOMMENDED RETENTION PERMANENT TRANSFORMATION PERMANENT PER		the Md. State
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

:4,

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
Schedule (803 330-1)	7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	PageO1
1. DEPARTMENTIAGENCY	2. DIVISION COMMUNITY	3. UNIT
HAGEISTOWN	service'	PIMMING
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE GENEVAL	1 Files	5. EARLIEST YEAR / LATETEST YEARTO
week; Awarde	Limited To: PRE	SERVATION UGGOTTEET. HISTORICAL
7. RECORD SERVES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. YOLUME
7. RECORD SEATES FORMAT(S) Deleter Size Microfilm	8. RECORD SERIES SEQUENCE	File Drawer(s) Microfilm Reel (s) Computer Tace (s)
□ Legal Size □ Computer Table	G Numerical	Cither (Specify)
□ Bound Book □ Floppy Cisk	☐ Chronolog:cal	Number Cll=F).
a Audio Tape Uideo Tape DRAWING	□ Clher (Specify)	10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Ree! (s) Computer Tabe(s) Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	O N	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Roam) CVY HMII—— + + + + + + + + + + + + + + + + + +	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
u) Yes D No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and dintitible any hardware/software) 12. 'es 13. No	18. RECOMMENDED RETENTION USE FENERAL	L File RETENTION
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

٠,

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT PLANNING
HAGERS TOWN	service	///////////////////////////////////////
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE PHANNING COMMIS	NOW Meetrings	5. EARLIEST YEAR / LATETEST YEAR 1963 TO CHITENT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
MINUTES OF the	e Meetings of	f the
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
₩ Letter Size □ Microfilm	O Alphabetical	File Drawer(s) Microfilm Reel (s)
O Legal Size O Computer Tace	Wumerica!	Computer Tace (s:
□ Bound Book □ Floppy Disk	☐ Chronolog:cal	Number CH-F7.
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION D File Drawer (\$)
© Citer (Specify)	Cther (Specify)	Microfilm Ree! (s) Computer Tabe(s)
	DATE	Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	Number	Month(s) U Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
City HAM- 4th Floor	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
U Yes D No	· □ None □ State □ F	egeral D Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain oriefly and demonstrate any hardware/software)	18. RECOMMENDED RETENTION PERMITS	
:> 'es D No	Periodically To	the Md.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

Э,

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT
HAGERSTOWN	Service	PHANNING
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE -		5. EARLIEST YEAR / LATETEST YEAR
SUBDIVISION	25	1974 CULTENT
<i>,</i>	· · · · · · · · · · · · · · · · · · ·	DINGS COPIES PENTS - ETC.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
El Cater Size	Alphabetical	File Drawer(s) Microfilm Reel (s)
□ Legal Size □ Computer Tace	Numerical	Computer Tace (s:
		17
□ Bound Book □ Floppy Oisk	□ Chronolog:cal	Number CAC FT
Audo Tape Uldeo Tage	□ Geographical	□ File Drawer (s)
er Citier (Specify) (JAHT W/JOG) 3	Cither (Specify)	Microfilm Ree! (s) Computer Tabe(s)
	Travect No.	Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	•
□ Daily □ Weekly □ Monthly	Number D	Month(s) U Year(s)
13. CURRENT LOCATION(S) (Bidg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
CITY MANI-4711 /- 1000	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) 8 regulation(s)	16. AUDIT REQUIREMENTS	
U Yes □ No	□ None □ State □ F	egeral 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain priefly and decide any hardware/software)	18. RECOMMENDED RETENTION	=1- Potantino
:7 'es © No	USC GENERAL F	HEKEVEN VIDE
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY HAGES STOWN	2. DIVISION COMMUNDITY SEVVICE	3. UNIT PLANNING
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE ENTENPITS HIGHWAU MARS/RO	al MADS/ (over	5. EARLIEST YEAR / LATETEST YEAR 1975 TO CAUTEOT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	e the purpose or function of the Series)
SHOWS-CENTRY	orise Zowe; f os Local Revie	STRICT/ Narved Business
Etc.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME FIFT FILES O File Drawer(s) Hanking
Letter Size Microfilm	Alphabeticai	Microfilm Reel (s)
□ Legal Size □ Computer Face	☐ Numerical	Computer Face (st. Specify) SPACKS
Bound Book	□ Chronolog:cal	Number Clf-FT-
O Cifer (Specify) DARWING	Geographical Clher (Specify)	10. ANNUAL ACCUMULATION File Drawer (\$) Microfilm Ree! (\$) Computer Tape(\$) Other (Specify)
	,	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number C	Month(s) U Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) CVTYHHHI—4 + + + Floor	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes D No		ederal O Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and denuice any hardware/software)	18. RECOMMENDED RETENTION Refail	thendestry.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

:•

FINAL PLATS; Designs of Public IMProvements;

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE [DGS 550-1]	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	PageOr
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT,
HAGERSTOWN	service	PHNINING
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE REZONING	5 HEATINGS	5. EARLIEST YEAR I LATETEST YEAR 1974 CONTENT
REZONING TIMES RETURN RECEIPT PETC.	THERE; PLATS; W	15PS DOMESTIC 105; MINUTES 40r+CITY
7. RECORD SEBJES FORMATIS)	8. RECORD SERIES SEQUENCE	9. VOLUME
© Letter Size □ Microfilm	Alphabelical	© File Drawer(s) © Microfilm Reel (s)
□ Legal Size □ Computer Table	 Numerical 	Computer Tace (st
□ Bound Book □ Floppy Disk	☐ Chronolog:cal	Number CUS-FT
Audo Tape DRAWNS	Geographical Gliner (Specify)	10. ANNUAL ACCUMULATION File Drawer (\$) Microfilm Reel (\$) Computer Tabe(\$) Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes. specify agency or office) □ Yes □ No	
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes O No	□ None □ State □ F	egeral 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain priefly and dintribe any hardware/software) 12. 'es	18. RECOMMENDED RETENTION USE GENERALT	File Retention
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

:.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY HAGE/STOWN	2. DIVISION COMMUNOITY SERVICE	1. UNIT. PHANNING
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	s well as retention and disposition purposes.
4. RECORD SERIES TITLE PARKIN		5. EARLIEST YEAR / LATETEST YEAR 1955
STRATEGY COM	information/documents/forms found in the Series Include the DOWNTOWN unsittee-PARI ettows; PARKI ettows; PARKI ettows; PARKI	WPARKING KING Study Nog Fees/FINES;
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
E Letter Size Microfilm	Alphabeticai	File Drawer(s) Microfilm Reel (s)
□ Legal Size □ Computer Table	G Numerical	Computer Tace (st
a Bound Book a Floppy Disk	☐ Chronolog:cal	Number Clar FT
Audio Tape O Video Tace	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (5)
Cither (Specify)	Cther (Specify)	Microfilm Ree! (s) Computer Tabe(s) Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
a Daily a Weekly a Monthly	O	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room) CHYHAH— HHADDO	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes. cite law(s) 2 regulation(s)	16. AUDIT REQUIREMENTS	
t: Yes D No	□ None □ State □ □	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain onelly and whithough any hardware/software)	18. RECOMMENDED RETENTION	
:7 'es	Retain for 3 years and until all a have been fulfilled, then destroy	udit requirements
19. NAME AND TITLE OF PREPARER	and occurrential, then destroy	
<u>'</u>	1	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY HAGENSTOWN	2. DIVISION COMMUNOITY SErvice	3. UNIT Planning
4. RECORD SERIES TITLE FISCAL	Ndi CATOS	5. EARLIEST YEAR / LATETEST YEAR 1984 TO CHEVERS
6. RECORD SERIES DESCRIPTION (Briefly describe the types of WARDOWS FISCAL TIMES TO PREPARED by T		nes fer Capita,
7. RECORD SERIES FORMAT(S) Description Computer Face	8. RECORD SERIES SEQUENCE	9. VOLUME G File Drawer(s) Microfilm Reel (s) Computer Tace (s: Cther (Specify)
Bound Book	Chronological Geographical Cliner (Specify)	Number 10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Ree! (s) Computer Tabe(s) Other (Spec:fy) Number
11. FILE IS USED Daily	12. FILE BECOMES INACTIVE AFTER Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) CITY HAND - HAT Floor	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)		eperal Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain orielly and drawing any hardware/software) 17. Yes	18. RECOMMENDED RETENTION REFERENCE	p wetil updated.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 JESSUP MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY HAGETSIDWID	2. DIVISION COMMUNOITY SETVICES	3. UNIT PHANNING
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE CONTESPORE (READING FILE	decre e)	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Brief describe the types of CONVES PONDER) Property Dw		
	· · · · · · · · · · · · · · · · · · ·	<u>·</u>
7. RECORD SERVÉS FORMAT(S) Letter Size Computer Tace	8. RECORD SERIES SEQUENCE O Alphacetical Numerical	9. VOLUME File Drawer(s) Microfilm Reel (s) Computer Tace (s: Other (Specify) Number CW-F-T
□ Bound Book □ Floppy Disk □ Audio Tape □ Video Tace □ Cither (Specify)	Chronological Geographical Cliner (Specify)	Number CW F 10. 10. ANNUAL ACCUMULATION File Drawer (\$) Microfilm Ree! (\$) Computer Tabe(\$) Other (Specify) Number
11. FILE IS USED Daily	12. FILE BECOMES INACTIVE AFTER Number	Month(s) 🗆 Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room), CSTY HAN - 14 HAN - 14	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS O None O State O F	egeral 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and denotice any hardware/software) 17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and denotice any hardware/software)	18. RECOMMENDED RETENTION RETENTION RETENTION	V for 3 years,
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENJORY
	PO BOX 275 - JESSUP, MARYLAND 20794	PageOr
1. DEPARTMENTIAGENCY	2. DIVISION COMMUNITY	3. UNIT PLANKING
HAGERSTOWN	service,	
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE CITY DEPTH	niments	5. EARLIEST YEAR / LATETEST YEAR
GENERAL File With	Inta fer Taining To	VATIONS CITO DEPTS
6. RECORD SERIES DESCRIPTION (Briefly describe the types of COUNTY SPENDLENCE MEMORANDUM OF	e Newspaper	ARTICLES;
FISCAL Scheduk WORK SESSIONS	es; MAYOF + CA	Ty Courseil
7. RECORD SERIES PORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Corter Size @ Microfilm	Alphabetical	File Orawer(s) Microfilm Reel (s)
□ Legal Size □ Computer Tace	© Numerical	Computer Tace (s: Other (Specify)
□ Ecund Book □ Floppy Disk	□ Chronolog:cal	Number CHC FT
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (\$)
Cither (Specify)	Cither (Specify)	Microfilm Ree! (s) Computer Tabe(s)
	Dept.	Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	O	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg. Floor, Room) CITYHAN— HHAFTON	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes D No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain oriefly and denotice any hardware/software)	18. RECOMMENDED RETENTION	Cila Patantine
:3 fes C No	use General	File Retention
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

ia,

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
Schedule (500 550-1)	7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT PANNING
HAGERSTOWN	service.	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Programmes	in Confunction	5. EARLIEST YEAR / LATETEST YEAR
With The Star	te of Md.	1977 TO CHITEOT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	7 - / /	^ .
CONTAINS, BUT NO	of Willedto:	Program open
	JATUITAL RESOUR	ces unifica
PLANNING WELL	KACDALHWING JU	
FE ARC PIAN	アベトルタイナンタペトン・	
THE ENVITONA	nest. Genera	IL Assembly
correspondence.	fryram Revie	ews-Brochures-
COURT DECISIONS	etc	
7. RECORD SERIES FORMAT(S)	8. RECORD SEBVES SEQUENCE	9. VOLUME
e Lester Size O Microfilm	Alphabeticai	Ø File Drawer(s) □ Microfilm Reel (s)
□ Legal Size □ Computer Face	G Numerical	Computer Face (s:
□ Bound Book □ Flappy Disk	□ Chronolog:cal	Number CW-FT
a Audo Jage a Video Tage	☐ Geographical	10. ANNUAL ACCUMULATION
Society DRAWINGS	Cther (Specify)	□ File Drawer (s) □ Microfilm Ree! (s)
	Delon	Computer Tabe(s) Other (Specify)
	Triech	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	Number C N	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	:? (If yes, specify agency or office)
CITY MAIN- 14 m p-1001	O Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes O No	□ None □ State □ F	egeral Independent
17. IS AH INDEX SYSTEM USED? (If yes, explain oriefly and describe any hardware/software)	18. RECOMMENDED RETENTION	?1 D L +-
:: 'es	use General Fil	RETENTION
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY	2. DIVISION COMPMUNITY	3. UNIT-PLANNING
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE CITY Prove	F	5. EARLIEST YEAR / LATETEST YEAR 1987 TO CHITCHST
COrrespondence AND Redevelopin CASE STUDIES - P	- Proposals for	The purpose or function of the Series) FOR HEADUISTHOND DIES PROPERTIES, DIES STEELE STEELE DIES STEELE
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
o Letter Size a Microfilm	@ Alphabetical	D Microfilm Reel (s)
O Legal Size O Computer Tabe	© Numerical	Computer Tace (s: Cither (Specify)
a Bound Book a Floppy Disk	☐ Chronolog:cal	Number Clls+1-
a Audo Tape a Video Tace	Geographical Cither (Specify)	10. ANNUAL ACCUMULATION
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly		Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) CVTY HBH HBH FROM	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes □ No		ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and denotice any hardware/software) 17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and denotice any hardware/software)	18. RECOMMENDED RETENTION RETENTION OF SUPErseded	o whil upsted , then destroy
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

٠,

MSTRUCTORS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY HIGHERSTOWN	2. DIVISION COMMUNITY SETVICE	3. UNIT PLANNING
DEFINITION - Records Series - A group of related record		well as retention and disposition purposes.
4. RECORD SERIES TITLE FISCAL FI	les	5. EARLIEST YEAR / LATETEST YEAR 1994 TO CHITCOT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONTAINS, BUT N BILLS - PURCHASE REPORTS - PAYRO VEHICLE ACCIDENT ETC.	let Linived To: , e Orders; Budg ill Hours Analy	BUNGET; PAIL
7. RECORD SERIES-FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Certer Size Microfilm	A lphabetical	© File Drawer(s) □ Microfilm Reel (s)
O Legal Size O Computer Table	G Numerical	Computer Tace (s:
□ Bound Book □ Floppy Oisk	☐ Chronolog:cal	Number CW-FT.
O Audo Tape O Video Tage	☐ Geographical ☐ Clher (Specify)	10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Reel (s) Computer Tapels) Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Number
□ Daily □ Weekly □ Monthly		Month(s) D Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes. cite law(s) 3 regulation(s)	16. AUDIT REQUIREMENTS	
C: Yes I No	□ None □ State □ F	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and denotice any hardware/software)	18. RECOMMENDED RETENTION RETAIN	NFOR 3 YEARS AND REGIN TEMENTS HAVE
:: 'es	been Fulfilled, T	HEN DESTroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

:.

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	a success & DAMMIRAZITI	
Linearston	2. DIVISION COMMINATORY	Planalian
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as ratention and disposition nursesses
4. RECORD SERIES TITLE	us normally lifet and used as a time for reference as	5. EARLIEST YEAR / LATETEST YEAR
Board of ZoNix	19 Appeals	1962: CUTTOUT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
CONTAINS, but No	of LIMITED TO: I	DRAWINGST
COTTESPONDEN	oce: MEMORANO	1 1 - 1
DRACT ANSWED		
Public HEATING	ANNDUNCEMEN	T. Newspaper
Ha; MINUTES	, FACKS, PERM	AVY Tee Heceip);
ETC.	,	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Microfilm	Alphabelical	→ File Orawer(s) □ Microfilm Reel (s)
□ Legal Size □ Computer Face	Numerical	Computer Tace (s: Other (Specify)
Bound Book	☐ Chronolog:cal	Number
□ Audo Tape □ Video Tace	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (\$)
College (Specify) DRAW / KMS	□ Ciher (Specify)	Microfilm Ree! (s) Computer Tabets)
	CASE No.	Other (Specify)
	CHEC NO.	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	•
🗆 Daily 🗆 Weekly 🗀 Monthly	Number	Aonth(s) U Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
City HAII - GHIFIUI	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
t: Yes	□ None □ Slate □ F	ederal O Independent
17. IS All INDEX SYSTEM USED? (If yes, exciain criefly and	18. RECOMMENDED RETENTION PENN	MANENT. TRANSFER
dinance any hardware/software)	Periodically Ta	othe md.
: 'es	State ARCHIVE	ర,
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

ia,

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT
HAGERSTOWN	service	Planning
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE STreet File	5	5. EARLIEST YEAR / LATETEST YEAR TO CHITENT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of HANDIWITHEN NOT MAPS; PHOTO SITE DRAWING TAG PErmit;	tes, correspon	the purpose or function of the Series) LENCE, STEET LIDLE HITTORY TONS FOR SIGN
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
O Cetter Size	Alphabetical	e File Drawer(s) O Microfilm Reel (s)
□ Legal Size □ Computer Tace	© Numerical	Computer Tace (s: Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number CU, V=T
DBHWINGS	☐ Geographical	10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Ree! (s) Computer Tape(s) Other (Spec:(y)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes D No	□ None □ Slate □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and denotice any hardware/software)	18. RECOMMENDED RETENTION	
:: 'es C No	Retain for Y years and until a	all audit requirements
19. NAME AND TITLE OF PREPARER	have been fulfilled, then dest	тоу.

٠,

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	ז זואט כ
HAGERSTOWN	service	PHANINI
DEFINITION - Records Series - A group of related recor	ds normally filed and used 23 2 unit for reference 25	well as retention and disposition purposes.
4. RECORD SERIES TITLE	PDDG	5. EARLIEST YEAR / LATETEST YEAR
Preservation Design	WDISTICS COMM.	1988 CHITERT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	a ann	
CONTAINS, BUT Not.	Writed 10: Cor	respondence-
C3 SIGN/FACASE	GrANT Applica	TION, Proposal;
PHOTOS; ETC: K	tgenda+ MINI	Wes; Etc.
Relates to Busine	! GS S1905-Fed	CE3- ALDAZIA
Bulling Alternation	es; HISTORICA	L DISTRET Survey
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
© Center Size © Microfilm	. O Alphacetical	File Orawer(s) Microfilm Reel (s)
O Legal Size O Computer Face	₩ Numerical	Computer Tace (s: Cther (Specify)
□ Ecund Book □ Floppy Cisk	☐ Chronolog:cal	Number CW FT
O Audo Tape O Video Tape	□ Geographical	10. ANNUAL ACCUMULATION © File Drawer (s)
pother (Specify) DRAWINGS	Cther (Specify)	Microfilm Ree! (s) Computer Tabe(s)
	PDDC No.	Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
© Daily © Weekly © Monthly	O	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E7 (If yes, specify agency or office)
CNY 171711- 4711/1001	O Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
U Yès D No	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and	18. RECOMMENDED RETENTION	1. Oct sting
C 'es C No	18. RECOMMENDED RETENTION USE GRENETAL FIT	exelevinon
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

:0,

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY HAGETSTOWN	2. DIVISION COMMUNITY	PARINELS
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition numbers
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
site plans	5	1974 CUTTENT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of		
SITE PIANS F	TON VARIONS	(Vendors 10
The City PHAN	MNNG DEPI.	
Correspondence	e - ZONING SIT	e Review
CHECKINST. De	velopment he	View CHECKLIST-
ETC.	/	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME G File Drawer(s)
G Letter Size G Microfilm	Alphabelical	33 © Microfilm Reel (s) © Computer Tace (s:
□ Legal Size □ Computer Face	2 Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	☐ Chronolog:cal	Number CM.FTo
□ Audio Tape □ Video Tape	© Geographical	10. ANNUAL ACCUMULATION O File Drawer (s)
er Citizer (Specify) 18/11/11/19	Clher (Specify)	Microfilm Ree! (s)Computer Tabe(s)
	CAGE NO.	Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Aonth(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
C119/11/1-911/1-1000	O Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
∪ Yes □ No		egeral 🗆 Independent
17. IS AH INDEX SYSTEM USED? (If yes, exciain criefly and denotice any hardware/software) 17. IS AH INDEX SYSTEM USED? (If yes, exciain criefly and denotice any hardware/software)	18. RECOMMENDED RETENTION RESERVED	in with Luptited
:7 'es C No	DE SUPERSELE	ed, Then
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
<u> </u>		•

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT
HAGESTOWN	service	PLANNING
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE MISC FEDE	TAL GOVERNMENT	5. EARLIEST YEAR / LATETEST YEAR 1976 TO CHANTEROT
6. RECORD SERIES DESCRIPTION Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
CONTAINS, BUT NOT LIMITED TO: FORMS; REPORTS; CONVESPONDENCE; QUESTIDINATIVES; HID Procedures + Check LISTS; FIC		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
© Letter Size □ Microfilm	Alphacetical	☐ Microfilm Reel (s) ☐ Computer Tace (s:
O Legal Size O Computer Table	© Numerical	Ciner (Specify)
□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number CU-FT
G Audo Tape G Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION ☐ File Drawer (s)
□ Cither (Specify)	Clher (Soecify)	Microfilm Ree! (s) Computer Tabe(s) Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	O	Month(s) 🗆 Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) CITY HALL— HAHF JOON	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes C No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain orielly and dimbibe any hardware/software)	18. RECOMMENDED RETENTION RETEND UNTIL UPDATED OF Superseded, then	
:7 'es C No	destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

:.

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	RECORDS MANAGEMENT DIVISION	משטיים המשטיים הייצים טולו
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLANO 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT
HAGERSTOWN	service	Planning
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
PlANNING DEPT OF	RDINANCES	1976 TO CONTIENT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of		the purpose or function of the Series)
Public HEARINGS	- MINUTES - 0	RAINHICES
Amendmen 13	Apollow B	PARLOF
	" Copies)	
ZONING APPER	/ /S	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
Center Size a Microfilm	Alphaeeticat	Microfilm Reel (s) Computer Tace (s:
O Legal Size O Computer Table	□ Numerical	Cinipaler face (5.
□ Ecund Book □ Floppy Disk	☐ Chronolog:cal	Number CM-F7
□ Audo Tape □ Video Tape	ਹ Geographica।	10. ANNUAL ACCUMULATION © File Drawer (s)
© Citier (Specify)	Clher (Specify)	Microfilm Real (s)
		Computer Tabe(s) Other (Specify)
in the second		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
☐ Daily ☐ Weekly ☐ Monthly	O	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	e7 (If yes, specify agency or office)
CITY HALL- 4th floor	□ Yes	O No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C: Yes 3 No	□ None □ State □ F	egeral O Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and denuice any hardware/software)	18. RECOMMENDED RETENTION PEPP	
	TRANSFER PER	Todically 10 life
:: 'es	Md. STATE ARC	hives
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

:.

WSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO 80X 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY	2. DIVISION COMMINNTLY	3. UNIT
DEFINITION - Records Series - A group of related records	de normally filed and used as a unit for reference as	well as retention and disposition numbers
4. RECORD SERIES TITLE MISC FORMS/	Specifications	5. EARLIEST YEAR / LATETEST YEAR TO CHITTENTY
CONSTTUCTION BOUNDA BOOK	UbdIVISION Ch DRAWING Ch	ecklists; ecklist; astreet
7. RECORD SERIES FORMAT(S) 10 Letter Size	8. RECORD SERIES SEQUENCE Alphabetical Numerical	9. VOLUME File Orawer(s)
Audio Tape	□ Chronological □ Geographical □ Clher (Specify)	Number 10. ANNUAL ACCUMULATION File Drawer (\$) Microfilm Ree! (\$) Computer Tabe(\$) Other (Specify)
		Number
11. FILE IS USED Daily Deekly Monthly	12. FILE BECOMES INACTIVE AFTER Number	Month(s)
CITY HAND HATTHEY	14. IS RECORD SERIES DUPLICATED ELSEWHERE	e? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) 3 regulation(s) 13. Yes	16. AUDIT REQUIREMENTS	ederai 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and dimbible any hardware/software) 17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and dimbible any hardware/software)	18. RECOMMENDED RETENTION Retal	updated,
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

ia,

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION COMMUNITY	3. UNIT
HAGERSTOWN	SESVICE.	PHANNING
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE CAPITAL INSPIDIT	ement Polects	5. EARLIEST YEAR / LATETEST YEAR 1999 TO CANTON
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONTAINS, BUT NOT FORMS; REVENUE	LIMITED TO: F	e the purpose or function of the Series) PO SECT DESCRIPTION E Provent
Correspondence Dents with-he Improvements		105; ETC.
7. RECORD SEBLES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Officer Size Microfilm	☐ Alphacetical	File Drawer(s) O Microfilm Reel (s)
□ Legal Size □ Computer Table	G Numerical	Computer Tace (s: Cliner (Specify)
□ Ecund Book □ Floppy Cisk	© Chronolog:cal	Number Chiff
a Citier (Specify) DRAWINGS	☐ Clher (Specify)	10. ANNUAL ACCUMULATION □ File Drawer (\$) □ Microfilm Reel (\$) □ Computer Tape(\$) □ Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Number
G Daily G Weekly G Monthly	·	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room) CHTY HAMI-HTH FLOOR	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes a No	□ None □ State □	Federal G Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain onelly and common any hardware/software)	18. RECOMMENDED RETENTION RETENTION RETENTION RETENTION	IN UNTIL Propert
:7 'es © Mo	UNTIL All Audit	Requirements
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER HAVE BEEN FULL	21. DATE THEN destro

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY	2. DIVISION COMMUNITY SELVICE	3. UNIT. PHANNING
DEFINITION - Records Series - A group of related records. 4. RECORD SERIES TITLE EASEMENT Have a		5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONTAINS, BUT NOT LE CONTESPONDENCE LENGTH SIGNAL HAVELE ATTON A ETC.	inited To: PHOTO e, Release of I ge, Site draw	pead + Agreement;
7. RECORD SERIES FORMAT(S) Dieter Size	8. RECORD SERIES SEQUENCE Alphacetical Numerical	9. YOLUME - File Orawer(s) - Microfilm Reel (s) - Computer Tace (s:
Bound Book	☐ Chronological ☐ Geographical ☐ Cther (Specify)	Number 10. ANNUAL ACCUMULATION □ File Orawer (s) □ Microfilm Ree! (s) □ Computer Tape(s) □ Other (Specify)
11. FILE IS USED © Daily © Weekly © Monthly	12. FILE BECOMES INACTIVE AFTER Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room) CHY HMH - HHH - DD	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS □ None □ State □ 1	Fegeral Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and whombe any hardware/software) 2 'es 3 No	18. RECOMMENDED RETENTION PERM PERIODICALLY TO T ARCHIVES.	avent. Transfer he Md. State
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

:a.

MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE [DGS 550-1]	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION SOMMUNDITY	3. UNIT
HAGETSTOWN	services	PANNING
DEFINITION - Records Series - A group of related record	rds normally, filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE ANNEXATION	ent.	5. EARLIEST YEAR / LATETEST YEAR TO CHATTENTY
6. RECORD SERIES DESCRIPTION (Briefly describe the types of		
HNNEXATION AG Flood INSULTIN REGULATIONS, SI ETC.		sewer Hirkups; podplan anagement;
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
O Certer Size	Alphabetical	File Orawer(s) Microfilm Reel (s)
□ Legal Size □ Computer Face	G Numerical	Computer Tace (s: Cither (Specify)
□ Bound Book □ Floppy Disk	☐ Chronolog:cal	Number CH. FT.
□ Audio Tape □ Video Tape □ Cther (Specify)	☐ Geographical ☐ Öther (Specify)	10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Ree! (s) Computer Tabe(s) Other (Specify)
٠		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Month(s) 🗆 Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) CVTY HHAY - 2/ + F/DOV	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes No	□ .None □ State □ \$	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and denotice any hardware/software)	18. RECOMMENDED RETENTION RETAINED	refor Life of
○ 'es	They destri	54
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	PageOI
1. DEPARTMENTIAGENCY HAGESTOWN	2. DIVISION	3. UNIT ENGINEESTING
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE BUILDING PERMIT	3	5. EARLIEST YEAR / LATETEST YEAR MITTO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Includes	•
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size Microfilm	Alphacetical	File Drawer(s) Microfilm Reel (s)
□ Legal Size □ Computer Table	Numerical	Computer face (s:
□ Bound Book □ Floppy Disk	☐ Chronolog:cal	Number CW- PJ
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION — File Drawer (\$)
□ Cither (Specify)	Permit # DATE	Microfilm Ree! (s) Computer Tabe(s) Other (Spec:fy) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	O !	Month(s)
13. CURRENT LOCATION(S) (Bldg. Floor, Room) CHYHHH FIRM F	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) 3 regulation(s)	16. AUDIT REQUIREMENTS	
t: Yes II No	□ None □ State □ F	egeral D Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and dimeticle any hardware/software)	18. RECOMMENDED RETENTION	
:) 'es No	Retain for 3 years and until have been fulfilled, then de	
19. NAME AND TITLE OF PREPARER	20. TE	suoy.
	•	

...